



# Join Us In Measuring Progress

A Monthly  
Assessment Newsletter  
March 2004

## All Means All

All students enrolled, either as a part-time or a full-time student, for which the district qualifies for ANB (Average Number Belonging) must participate in state-wide testing.



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### Important Dates: [Click here for a complete calendar](#)

March 8 -26 April 5	Testing window for the Iowa Tests, MontCAS, Phase 1 Return materials to Riverside Publishing Company
Feb. 17 - April 16 March 29 - April 16 April 22	Testing window for the CRT-Alternate, MontCAS, Phase 2 Testing window for the CRT, MontCAS, Phase 2 Return CRT materials to Measured Progress

## The Connection Between the Criterion-Referenced Test (CRT) and Adequate Yearly Progress (AYP)

The 2004 CRT will be the basis for determining 2004 AYP in the fall of 2004. Consistent administration and coding are necessary for accurate and reliable data. CRT test administration procedures that directly affect 2004 AYP include **participation rate information to be completed by school principals, coding for the students not in the school and/or district for the entire academic year, and coding of subgroups.** Specific details were included in the test coordinator training presentations in February and are in CRT manuals both for test coordinators and test administrators. (Hard copies of the manuals will be mailed by Measured Progress to all test coordinators in March; however, copies are currently available online: <http://www.opi.state.mt.us/assessment/crt.html> )

## Participation Rate for CRT/AYP

- The 95% participation rate is based on all students enrolled on the first day of the test window.
- All principals will receive a **Principal's Certification of Enrollment** form for each grade from Measured Progress
  - ◆ A sample of the form is available online at: <http://www.opi.state.mt.us/assessment/crt.html>
  - ◆ To complete the form, for each grade, the principal will need to:
    - Enter both the February enrollment numbers and the enrollment numbers the first day of the school's testing window. (The CRT testing window for the state is March 29 - April 16. The testing window for a school or a district must be within the state window including make-up tests.)
    - **NOTE: The CRT-Alternate Testing Window is longer than the CRT test window. The CRT-Alternate Testing Window is Feb. 17 - April 16; however, participation information will be based on the CRT testing window of March 29-April 16. And, please remember that the Feb. 17. - April 16 testing window is ONLY for the CRT-Alternate.**
    - Count and enter details about the student response booklets to be returned to Measured Progress via the system test coordinator.
  - ◆ The form has space to indicate and explain discrepancies between these two enrollment dates.
  - ◆ OPI will mail a reminder to each school principal the week of March 22 with the enrollment numbers submitted in to OPI in February 2004.

## Academic Indicators for CRT/AYP

- Proficiency levels for AYP purposes will be calculated for all subgroups based on the scores of students enrolled in the school or district for the entire academic year.
- Academic year is defined as continuous enrollment from the October enrollment count through the first day of the school's testing window.
- Coding students who have not been in school or district the entire academic year is extremely important. After the students have completed the test, school personnel should use Box N on page 2 of the Measured Progress Student Response Booklet
  - **NSAY** = student has not been enrolled in the school for the entire academic year
  - **NDAY** = student has not been enrolled in the district for the entire academic year
  - If both are TRUE, both MUST be coded.

## Subgroups for CRT/AYP

- Subgroups that will be reported for AYP include all students (there is no separate coding for all students), ethnicity categories, and some program categories as listed below.
- After the students have completed the test, school personnel should code the following information in the Measured Progress Student Response Booklet.
  - o **Ethnicity**
    - **Page 1, Box G**
    - Should be consistent with school and child count records
    - Mark one only of the following
      - 1 = American Indian or Alaska Native
      - 2 = Asian
      - 3 = Black or African American
      - 4 = Hispanic
      - 5 = Native Hawaiian or Other Pacific Islander
      - 6 = White

## Subgroups (continued)

### o Program

#### • Page 2, Box H

The following program codes will be used for AYP subgroups. Please mark all that apply

SE = Special Education

LEP/ELL = Limited English Proficient/English Language Learner

F/RL = Free/Reduced Lunch Eligible

- Other program categories in the Student Response Booklet must be completed for reporting purposes other than AYP.

## The One Percent Rule (1%)

The 1% rule refers to the percent of students in a district (LE) or state who achieve proficient or above on the CRT-Alternate Assessment and can be included in the district and state rollup of all students who achieve proficient. The 1% rule is complex, and the Office of Public Instruction staff is examining it and will provide periodic updates.

Remember, the 1% refers to the number of students who score at the proficient level on the CRT Alternate Assessment. There is no percentage limit on the number of students who may take the CRT-Alternate (eligibility guidelines are online: <http://www.opi.state.mt.us/SpecED/Guides.html#CRT>). However, only 1% of the scores of the students who take the CRT-Alternate and score proficient on it will have their scores counted as proficient when AYP is calculated. OPI will process the data at all levels to comply with the NCLB regulations.

### ◆ The 1% applies to state and to district

o District means legal entity (LE)

o It is not transferable within an administrative district (Ss)

### ◆ The 1% applies to the grades tested by the criterion-referenced test (CRT)

o The 1% applies to the total enrollment in the grades required by NCLB to be tested in the district (LE), not the total district enrollment.

For example, in a typical elementary District, the percentage would apply to the total enrollment on the first day of the testing window in grades four and eight. For a typical high school District the percentage would apply to the enrollment on the first day of the testing window for grade ten. For a K-12 District the percentage would apply to the total enrollment on the first day of the testing window for grades four, eight and ten.

### ◆ Waivers

o There are provisions within the regulations for waivers for districts and states; however, the Office of Public Instruction is continuing to examine the regulations.

## Test Coordinator Training

Over seven hundred Montana educators attended test administer training presentations on Feb. 12 and 13. And, over 300 participated in online and video conference question and answer sessions. The video conferences were taped and are available for checkout from OPI. Contact Raelen Williard at 406-444-2082 or [rwilliard@state.mt.us](mailto:rwilliard@state.mt.us). The presentations are also online in video stream format:

### Iowa Test Administration

[http://www.opi.state.mt.us/Streamer/MontCAS/JS1\\_REF.mov](http://www.opi.state.mt.us/Streamer/MontCAS/JS1_REF.mov)

### Iowa Alternate Scale Administration

<http://www.opi.state.mt.us/Streamer/MontCAS/JudySnow2REF.mov>

### CRT Test Administration

[http://www.opi.state.mt.us/streamer/montcas/js2\\_ref.mov](http://www.opi.state.mt.us/streamer/montcas/js2_ref.mov)

### CRT-Alternate Assessment Administration

[http://www.opi.state.mt.us/streamer/montcas/js3\\_ref.mov](http://www.opi.state.mt.us/streamer/montcas/js3_ref.mov)

If you attended the training or viewed a session, please take a minute to fill out the online evaluation form: <http://www.opi.state.mt.us/RegForms/NRTBroadcastFollowup/>

## The Assessment Web Page Has A New Look

The assessment web page <http://www.opi.state.mt.us/assessment/index.html> has been reorganized.

If you are looking for materials and information about MontCAS, Phase 1, the Iowa Tests (NRT—norm-referenced test), go to the assessment page and click on **Phase 1**.

If you are looking for materials and information about MontCAS, Phase 2, the Criterion Referenced Test (CRT), go to the assessment page and click on Phase 2.

For each phase, materials are grouped into those for the regular assessment and those for the alternate assessment.

## CRT-Alternate Scoring Examples Needed

At the CRT-Alternate video conference on Feb. 13, participants were asked to evaluate a performance indicator using the scoring rubric and fax their rating to Measured Progress.<sup>o</sup> If you still have that rating, please fax it to Jamie at Measured Progress as soon as possible.<sup>o</sup> Her fax number is 1-866-283-2197 Attn:<sup>o</sup> Jamie.

Thank you.

## Video and CD Shipment

On March 10, Measured Progress will mail a packet to all system test coordinators. It will contain two video tapes and one or more CDs for systems to keep, use, and copy if needed.

The video tapes, one for the CRT and one for the CRT-Alternate, are copies of the training presentations on February 12 and 13.

The CD (s) will contain test activity support materials for the CRT-Alternate Assessment Administration.

## Support Materials for CRT-Alternate

Support materials are still in production. When complete, they will be on the assessment web site by clicking on Phase 2 and scrolling to CRT-Alternate Materials. In addition, the materials will be included on a CD (or CDs) that will be sent to all system test coordinators by March 10.

In addition, the suggested grade four reading activity utilizes a particular book. The book (*Seaman's Journal: On the Trail with Lewis and Clark*) is available in many school and public libraries. However, because the book is not universally available, the Office of Public Instruction has arranged for a bulk purchase of copies of the book. Copies of the book will be available by request on or about March 4. If you need a copy please contact Nancy Scow at: [nscow@state.mt.us](mailto:nscow@state.mt.us) or 406-444-3693. Nancy will arrange to have the book checked out and sent to you. When you have finished using the book, please return it to Nancy. Return information will be with the book.

## Standard Setting in June and July of 2004

As part of the MontCAS, Phase 2 Criterion-Referenced Tests (CRT), the Office of Public Instruction and its contractor, Measured Progress, will conduct standard-setting sessions June 28 and 29 for the regular CRT and June 30 and July 1 for the CRT-Alternate Assessment. Standard-setting is a process of setting cut scores for the four Montana proficiency levels of Novice, Nearing Proficiency, Proficient, and Advanced. Please give your teachers and administrators these dates for the standard setting and a heads up to watch for the application.

We invite all interested Montana teachers and administrators to apply to participate in this important process. In March, superintendents and administrators will receive an application to copy and distribute to educators in their districts and schools. In addition, the application will be included in the March **JUMP** newsletter.

## Calendar of Important MontCAS Dates

2004 MontCAS, Phase 1, NRT— The Iowa Tests Schedule of Important Dates		2004 MontCAS, Phase 2, Criterion-Referenced Test (CRT) Schedule of Important Dates	
<b>Feb. 6</b> <b>Feb. 9–11</b>	Training materials available online Riverside Publishing delivers all pretest packages to System Test Coordinators.	<b>Feb. 6</b> <b>Feb. 9</b>	Test administration materials online System Test Coordinators receive passwords to access CRT-Alternate test materials.
<b>Feb. 17–23</b>	Riverside Publishing delivers new answer documents, Grade 4 Practice Tests, and <i>Montana Guides for Test Coordinators and Administrators</i> to systems.	<b>Feb. 13</b>	CRT-Alternate test materials online via password
<b>Feb. 24– March 3</b>	Systems provide local training sessions for test administrators.	<b>Feb. 17– April 16</b>	2004 CRT-Alternate testing window
<b>Feb. 24– March 5</b>	Systems inventory and distribute testing materials. Use the <i>Fax Me!</i> form found in the pretest package to order additional materials.	<b>March 10</b>	Measured Progress mails training videos and CD with support materials for CRT-Alternate to system test coordinators
<b>March 3–5</b>	Systems administer Grade 4 Practice Tests. (Optional)	<b>March 23</b>	OPI mails Feb. enrollment data information to school principals to assist in filling out Principal's Certification of Enrollment form (form included in CRT test material shipment) needed for AYP participation information.
<b>March 8–26</b>	<b>2004 Testing Window</b>	<b>March 24–25</b>	<ul style="list-style-type: none"> <li>Measured Progress delivers testing materials to systems.</li> <li>Systems inventory and distribute testing material to schools. If additional materials are needed, contact MP.</li> </ul>
<b>April 5</b>	Last day for systems to return completed answer documents to the Riverside Scoring Center.	<b>March 26</b>	Systems provide local training sessions for school test administrators
<b>March 15– April 7</b>	Tests scored at the Riverside Scoring Center. Stage 1 reports will be scored on a first-in-first-out basis, and mailed approximately 15 business days from the date the answer documents are received by Riverside in a scorable condition.	<b>March 29– April 16</b>	<b>2004 Testing Window</b>
		<b>April 22</b>	Last day for systems to return completed answer documents to Measured Progress
		<b>TBA—System reports will be available in September 2004 (after standard-setting).</b>	Systems review their score reports. Each system must review their CRT score reports within ten business days of receipt for discrepancies that affect system summary results. All discrepancies will be reported to Judy Snow at the Montana Office of Public Instruction for evaluation and approval.
		<b>Late Fall 2004</b>	OPI compiles and reports initial AYP data

For further information, contact:

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